

ARIZONA DEPARTMENT OF HEALTH SERVICES

Office of Child Care Licensing

Child Care Center Rules Instrument

Pursuant to A.R.S. §36-891(F) "The department shall develop an instrument that documents compliance and noncompliance of child care facilities according to the criteria prescribed in its rules governing child care facility licensure. Blank copies of the instrument, which shall be in standardized form, shall be made available to the public."

Facility:	CDC-	Date:	Page 1 of 7
Statute or Rule:	C NC N/A NE	Comments:	
A.R.S. § 36-882.H. Dept. notified of director change within 10 days	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A.R.S. § 36-882.L. Inspect. reports avail. on request, location notice posted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A.R.S. § 36-883.02.A.C. Child care personnel shall apply for a <i>Fingerprint Clearance Card</i> within 7 working days of employment. Notarized affidavit on file	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-201 Application for a License	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A.5.e. Four hours of ADHS training documentation submitted			
R9-5-206 Changes Affecting License	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
B.D. Services, space utilization, licensed capacity			
R9-5-301 General Licensee Responsibilities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A.1. Designates qualified individual to act in director's absence			
A.2. Supervision of unqualified staff			
A.3. Staff attendance records			
B. Facility policies & procedures			
F. Mantoux TB test			
G. Documentation of accidents, injuries, or emerg. requiring medical attention (24 mos.)			
H. Staff with CPR/First aid on premises, vehicles, field trips			
J. Record of fire drills every 30 days (12 mos.)			
K. Staff evaluations every 12 months from date of hire			
R9-5-302 Statement of Child Care Services	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A.1. Desc.of facility's child care srvc./class.	A.9. Parent responsibilities		
A.2. Hours of operations	A.10. Description of activities & pgrms		
A.3. Child enrollment & disenrollment proc.	A.11. Liability insurance carried by licensee		
A.4. Charges, fees, payment requirements	A.12. Medication administration procedure		
A.5. Child admission & release requirements	A.13. Emergency medical procedures		
A.6. Discipline guidelines & methods	A.14. Inspection reports available		
A.7. Transportation procedures	A.15. Facility regulated by DHS; Dept.'s address, phone #		
A.8. Field trip requirements & procedures			
R9-5-303 Posting of Notices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A. Posted in facility entrance:	A.7.8.9. Notice of denial, revocation, or suspension; intermediate sanctions; legal injunction		
A.1. Current license	A.10. Notice of availability of facility inspection reports		
A.2. Name of facility director	B. Licensed capacity posted in each activity area		
A.3. Name of ind. desig. to act in direct. abs.			
A.4. Fees and refund policy			
A.5. Menus for the current calendar week			
A.6. Pres. of any comm. disease or infestation			
R9-5-304 Enrollment of Children	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
B. Information & Immunization Record (Blue card)			
C. Personnel has ready access to Emergency record cards			
R9-5-305 Child Immunization Requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A. Children's immunization records or exemption			
B.C. Records updated; Parent notified of child's needed immunizations			

CDC-		Date:	Page 2 of 7
Statute or Rule:		C NC N/A NE	Comments:
R9-5-306	Admission & Release of Children; Attendance Records A.1. Children's sign in/out records A.2. Picture ID if other than parent A.3. Phone authorization procedure B. Attendance roster - Dated, children's first & last names (3 mos.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-307	Suspected or Alleged Child Abuse or Neglect A. Report to CPS or local law enforcement; notify Dept.; send documentation within 3 days (keep 12 mos.) B. Report child abuse by staff member to Dept., local law enforcement; send documentation within 3 days (keep 12 mos.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-308	Insurance Requirements A.1. Secure & maintain general liability insurance A.2. Secure & maintain vehicle coverage B. Provide copy of certificate of insurance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-309	Sanitation, Gas & Fire Inspections A.1. Sanitation - Every 12 months A.2. Gas - Every 12 months A.3. Fire - Every 36 months B. Maintain documentation of reports/ repairs on facility premises	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-401	Staff Qualifications 1. Facility director 2. Teacher-caregiver 3. Assistant teacher-caregiver 4.5. Student-aide/Volunteer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-402	Staff Records & Reports (12 mos.) A. Staff file requirements B. Staff files on premises (12 mos.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-403	Training Requirements A.1-15. Staff orientation within 10 days of hire C. Signed & dated by director B-D. 12 hours training every 12 mos. E. CPR (participatory)/First aid requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-404	Staff-to-Children Ratios A. Infants 1:5, 2:11 4-year-old children 1:15 1-year-old children 1:6, 2:13 5-year-old children 1:20 2-year-old children 1:8 School-age children 1:20 3-year old children 1:13 B.1. Age-appropriate/developmentally-appropriate grouping B.2. Ratios based on youngest child in group B.4. Student-aide not counted as staff B.5. Infants not with older children if 6+ children C. 2 staff on premises if 6+ children; 2nd staff person available within 15 minutes if 5 or fewer D. Staff duties not simultaneous with child care duties E. Adequate personnel to perform administrative, food, etc. F. If 6 or more children on field trip, teacher-caregiver plus 1 additional staff member	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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CDC-		Date:	Page 3 of 7
Statute or Rule:		<div>C</div> <div>NC</div> <div>N/A</div> <div>NE</div>	Comments:
R9-5-501 General Child Care Program & Equipment Standards A.1. Health, safety or welfare of child not endangered A.2. Designated exits unobstructed/unlocked A.4. Drinking water accessible in indoor/outdoor activity areas A.6. Age-appropriate toys, materials, equipment A.6.a. Maintained in clean condition A.6.b. Storage space provided indoors & outdoors A.7. Clean clothing available to children A.8.a.c.d. High chair standards/safety strap/tray/sanitize A.9. Evening & nighttime standards A.10. Naptime standards: A.10.a. No direct contact with floor while napping A.10.d. Light provided for observing sleeping child A.11. Separation area - 1 mat/cot, sheet, blanket A.13. 75 sq. ft. per child on outdoor activity area A.14. Buildings, premises, indoor/outdoor play equipment maintained in good repair & free from hazards A.15.a. 68°- 82° in activity areas A.15.c. Fans mounted & inaccessible to children A.16.b. Unused electrical outlets covered w/safety plug or insert A.16.c. Crockpots/hot plates in kitchen & inaccessible A.16.d. Electrical extension cords not used A.17.a. Plumbing fixtures maintained in clean & working condition A.17.b. Chipped/cracked sinks/toilets replaced or repaired A.17.c. Toilet room ventilation while children in bathroom A.18. Storage for napping items not in bathroom/kitchen/laundry A.19. Children's items clean & stored in identified space A.20.21 Toxic or flammable materials key/combination lock; hazardous substances/child warning label inaccessible A.22. Hazardous equipment inaccessible B.1. Staff supervise enrolled children at all times B.3. No smoking except in designated areas B.4. Children clean & clothing changed when soiled B.5. Activity schedule (with times) posted in activity area B.6. Lesson plans - dated & posted in activity areas (12 mos.) B.7. Child's personal products labeled, inaccessible B.7.a. Facility-provided (written approval) B.8. Wet/soiled laundry in plastic bag labeled with child's name; stored in covered container B.9. Monitor child for sun exposure		<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>	
R9-5-502 Supplemental Standards for Infants A.1. Separate infants from older children; wall-enclosed room A.2. List of children & assigned caregiver posted in infant room A.4. Indoor & outdoor activities A.7.a. Non-abrasive carpeting A.7.b. Toys, materials, & equipment A.8.a.b. Crib standards A.8.c. Clean crib-size bedding (fitted sheet, blanket/top sheet) A.10. Crib spacing - 2 feet apart B.2. If awake, 30 minute max in crib, swing, high chair B.3. No walkers C.1.a.b.c. Staff interactions with infants C.1.d. Written daily record (3 mos.) C.1.e. No soft pillows, toys in crib when child sleeping C.1.f.g.h. Sanitize cribs, sheets, blankets C.3.a-d. Written feeding instructions-posted & updated (3 mos.) C.4.a. Bottles labeled with child's first & last name C.4.b.i. Bottles not heated in microwave C.4.b.ii. Bottles not propped C.4.b.iii. Not in crib without written permission		<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>	

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CDC-		Date:	Page 4 of 7
Statute or Rule:		<div>C</div> <div>NC</div> <div>N/A</div> <div>NE</div>	Comments:
R9-5-503 Standards for Diaper Changing A.1. Sanitizable, seamless, smooth surface A.1.b. Clear of unrelated items A.2.a.b.c. Handwashing sink: Water 86-110°, anti-bacterial soap, single-use paper towels from dispenser A.3. 2 containers inaccessible, lined & covered B.1. No food or food prep in diaper changing area B.2. Water not drawn for human consumption B.3. Staff do not change diapers until food prep complete C. Written diaper changing procedures - post & implement C.1. Use separate wash cloth/towel only once for each child C.2. Wash & dry with child's labeled products C.3. Use single-use disposable latex gloves C.4. Staff wash own hands with warm water, antibacterial soap C.5. Staff wash children's hands with warm water, soap C.6. Clean, sanitize, dry surface following each diaper change C.7. Use single-use paper towels from dispenser D.1.2. Maintain daily dated log of diaper changes (3 mos.)	<div>□</div> <div>□</div> <div>□</div> <div>□</div>		
R9-5-504 Supplemental Standards for 1 & 2 Year Old Children 1. If awake, less than 30 min. in crib, swing, high chair 2. Toilet training 3. Age-appropriate safe toys 4.c. Bottles labeled	<div>□</div> <div>□</div> <div>□</div> <div>□</div>		
R9-5-505 Supplemental Standards for 3, 4, & 5 Year Old Children	<div>□</div> <div>□</div> <div>□</div> <div>□</div>		
R9-5-506 Supplemental Standards for School-age Children A.2. Supervise child while en route to & from bathroom B. Separate indoor area from infants & 1-year-old children C. Age-appropriate toys D. Quiet study area provided	<div>□</div> <div>□</div> <div>□</div> <div>□</div>		
R9-5-507 Supplemental Standards for Children with Special Needs A. Individual plan (12 mos.) D.1.2. Developmentally appropriate materials/assistance	<div>□</div> <div>□</div> <div>□</div> <div>□</div>		
R9-5-508 General Nutrition Standards A. Meals to be available B. Time periods for meal service C. Meal pattern requirements & serving sizes D. Provide milk or juice if not provided by parent E. Age-appropriate nutritional requirements/Variety F. One day supply G. Second servings available	<div>□</div> <div>□</div> <div>□</div> <div>□</div>		
R9-5-509 General Food Service & Food Handling Standards A. Local ordinances/permit obtained every 12 mos. B.1. Wash hands before handling or eating food B.2. Single use of washcloth for infants & special needs B.9. 100% full-strength fruit or vegetable juice B.10. Special dietary instructions posted – kitchen/activity areas B.14.a.c.d. Weekly menu - Posted & dated B14.e. Substitutions noted (3 mos.)	<div>□</div> <div>□</div> <div>□</div> <div>□</div>		

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CDC-		Date:	Page 5 of 7
Statute or Rule:		C NC N/A NE	Comments:
R9-5-510 Discipline & Guidance A.1. Reasonable rules & limitations A.2. Suggest alternative A.3. Holds child to regain composure B.1. Discipline does not cause harm B.2. No corporal punishment B.3. Discipline not associated with: B.3.a. Eating, napping, sleeping, toileting B.3.b. Medication B.3.c. Mechanical restraint B.4. Not administered by another child C.1. Separate child no longer than 3 minutes C.2. Separate no longer than 10 minutes without interaction	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-511 Sleeping Materials & Equipment A.1. Cot, mat, crib accommodates child's height & weight A.2. Clean sheet to cover mat A.3. Clean blanket or sheet available to cover A.4. Rug, carpet, blanket, or towel not used as a mat A.5. Cot, mat, crib maintained in cleaned & repaired condition C. 18" between rows of cots or mats D. Exits not obstructed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-512 Cleaning & Sanitation A. Premises free of insects & vermin B. Premises/furnishings clean & free from odor B.1. Flooring free of rips, washable, gaps, etc. B.2. Plumbing fixtures, flooring clean, sanitized C.4. Laundry soiled by body fluids stored, cleaned, sanitized separately D.1. Toilet room contains, within easy reach of children: D.1.a. Mounted toilet tissue D.1.b. Sink with running water D.1.c. Dispensed antibacterial soap D.1.d. Mounted/dispensed single-use paper towels or air dryer D.2.3. Staff & children wash hands after toileting D.4. Food waste stored in container with tight-fitting lid/liner	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-513 Pets & Animals B.1. All pet & animal habitats clean B.2. Reptiles prohibited in facility	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-514 Accident & Emergency Procedures A. First aid kit - inaccessible to children/sufficient quantity A.1 Band-aids A.5 Scissors A.2 Antiseptic A.6 Adhesive tape A.3 Sterile bandages A.7 Dispos. latex gloves A.4 Sterile gauze pads A.8 Closeable 1-gal plastic bags B. Written accident, evacuation, emergency plan accessible to staff; update every 12 months. The plan contains: B.1. Location of first aid kit B.2. Names of staff members who have first aid training B.3. Names of staff members who have CPR training B.4. Directions for verbal notification of parents within 30 minutes of accident or emergency; directions for written notification to parent within 24 hours B.5. Facility's address; emergency phone numbers for fire & police, ambulance, poison control center C. Building evacuation plan posted near designated exit in activity area D.1.2. Operating phone OR 2-way communication system that connects with individual with direct access to in & out phone E. Post accident, evacuation, emergency plans in areas without communication system	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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CDC-		Date:	Page 6 of 7
Statute or Rule:		C NC N/A NE	Comments:
R9-5-515 Illness & Infestation B.1. Immediately separate child from other children B.2. Immediately notify child's parent to arrange for child's removal B.3. Keep record of parent notification (3 mos.) C. Exclude ill staff D. Written notice regarding communicable illness or infestation to staff, parent, & local Health Dept. (24 hrs.) D.1.2. Dated, written notice of communicable illness or infestation posted in facility entrance (12 mos.) D.3. Illness log of staff & children (12 mos.)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-516 Medications A. Written policy regarding medication A.1. One staff member (at a time) designated in writing A.2. Written parental permission: A.2.a. First & last name of child A.2.b. Name of medication A.2.c. Prescription number, if any A.2.d. Instructions for administration A.2.e. Reason for medication A.2.f. Date of authorization A.3.a. Medication in original containers A.3.b. Labeled with child's name D. Record of medications admin. (D.2. 12 mos.) D.1.a. First & last name of child D.1.b. Name, prescription #, & amount of medication D.1.c. Date & time medication admin. D.1.d. Signature of staff member who administered medication E. Return unused medications F.1-3. Medications locked (non-refrigerated/refrigerated) F.2. Staff/children's medications locked separately G. No stock medications		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-517 Transportation A.1. Vehicle registered by ADOT A.2. Proof of insur. in vehicle & at facility A.6. Restraint system (A.R.S.§28-907) if 4 yrs. or younger A.8.a.b. Working heating & cooling systems A.8.c. First aid kit, 2 towels or blankets A.8.d. Sufficient water A.9. Maintain in clean condition A.11. Maintain service records on premise (12 mos.) B. Driver qualifications: B.1. 18 years of age; teacher-caregiver B.2. Valid driver's license B.3. List of children being transported B.6. Children secured in seat belts B.10. Driver does not use car phone or audio headphones while vehicle in motion		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-518 Field Trips A.1. Written parental permission A.1.a. Date & purpose of field trip A.1.b. Times of depart from & return to facility A.1.c. Name, address, phone # of dest. A.2. Field trip plan on premises A.2.a. Name of each participating child, staff member, & others A.2.b. Times of depart & return to facility A.2.c. License plate # of any vehicle used on field trip A.2.D. Name, address, phone # of destination A.3. Maintain field trip and plan (3 mos.) B.1. Copy of Emergency card for each child participating B.2. List of children; attendance docu. throughout trip B.3. Sufficient water C. Proper identification D. Volunteer drivers (See 517.A.1-2,B.1-2)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-601 General Physical Plant Standards		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-602 Supplemental Physical Plant Standards A. Infant room - If capacity is more than 5, a second exit required C. Diaper changing area in rooms with diapered children D. Glass, mirrors, windows within 36" from floor constructed with safety glass		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-603 Facility Square Footage Requirements A.1. 35 sq. ft. of interior space for infants and 1-year-olds A.2. 25 sq. ft. of interior space for children who are not infants or 1-year-olds C. 75 sq. ft. of outdoor space for each child occupying outdoor activity area		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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CDC-		Date:	Page 7 of 7
Statute or Rule:	C NC N/A NE	Comments:	
R9-5-604 Outdoor Activity Area B.1. Enclosed by fence B.1.a. Minimum of 4 feet high B.1.b. Secured to ground B.1.c. Open spaces do not exceed 4" B.2. Maintained free of hazards D.1.2. Rubber material or resilient 6" fall surface E. Asphalt or concrete not installed under swings or climbing equipment F. Shaded area for each child occupying outdoor area	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-605 Swimming Pools B.3. No portable pools	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-606 Fire & Safety Portable fire extinguishers (2A-10-BC)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-607 Required Physical Plant Documents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
OTHER:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

(C) = Compliance (NC) = Non – Compliance (NA) = Not Applicable (NE) = Not Evaluated

NOTE: Deficiencies must be corrected immediately.
The Written Documentation of Correction is due within 10 days of receipt of the Statement of Deficiencies.
This rules instrument is not all inclusive of ARS § 36-891 et seq and these rules.
Other areas may be inspected at the Surveyor’s discretion.

The Department reserves the right to amend the findings of this document after programmatic review.

An exit interview was conducted and deficiencies, if any, were discussed with the facility representative.

Licensing Surveyor

Date

Facility Representative

Date

Licensing Surveyor

Date